

15 JUN 1982

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

STAT

FROM:

[REDACTED]

Chief, Building Planning Staff, OL

SUBJECT: Office of General Counsel

REFERENCE: Note for DD/A from General Counsel dated  
24 May 1982, Subject: OGC Senior Management  
Seminar (DD/A 82-1982; OL 2 2424)

1. Current needs of this Staff are being satisfactorily supported by the Procurement Law Division (PLD) and Library of the Office of General Counsel (OGC). This stands in rather stark contrast to the writer's previous experiences in other components wherein lack of timely responsiveness has been the consistent experience.

2. Two possible courses of action that could lead to better OGC support are:

a. Decentralization of resources to place legal assistance closer to the manager and thereby improve communication and teamwork. Existing examples are assignment of an OGC representative to the Directorate of Operations and existence of PLD adjacent to the Office of Logistics.

and/or b. Better management systems within OGC to keep customers advised of estimated action dates associated with tasks. This may be something as simple as a tightly administered suspense system.

3. While an Agency manager may appreciate the intricate nature of the law and the professional ethic adhered to by the professionals, he cannot avoid holding them accountable for delivery of the right product at the right time when execution of his mission requires it.

STAT

[REDACTED]

OL 2 2706

Distribution:

Orig - C/P&PS/OL

~~1~~ - OL/BPS (Official)

1 - OL Reader

STAT

OL/BPS,

(14 June 1982)

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)  
OGC Senior Management Seminar

FROM:   
Chief, Plans and Programs Staff

EXTENSION

NO.

OL 2 2424

DATE

8 June 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PMS

2.

C/SS

3.

C/LSD

4.

C/P&amp;PD

5.

C/PD

6.

C/RECD

7.

C/SD

8.

C/BPS

9.

C/B&amp;FB

10.

C/R&amp;SB

11.

C/SAB

12.

C/P&amp;TS

13.

14.

15.

Per Jim's note on the attached, please give me your thoughts (NLT 8 July) and I will consolidate and give to the front office.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OGC Senior Management Seminar

FROM:

EXTENSION

NO.

DDA 82-1307/1

DATE

26 May 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. D/Communications

All:

Please review the attached memo from the General Counsel and provide any comments you may have. It would be appreciated if I could have your response by COB 14 July.

2. D/Data Processing  
2D-00 Hqs.3. D/Finance  
1212 Key Bldg.4. D/Information Services  
1206 Ames Bldg.

5. D/Logistics

6. D/Medical Services  
1D-4061 Hqs.7. D/Security  
4E-60 Hqs.8. D/Training & Education  
1026 CofC9. SSA/DDA  
7D-10 Hqs.10. CMO/DDA  
7C-18 Hqs.11. IHSA/DDA  
6D-5317 Hqs.12. EEO/DDA  
6E-2917 Hqs.

13. C/Safety Staff

14.

15.

Att

DDA 82-1307

*Chs canvas the Dir + Staff for their thoughts on this issue*

CL 2 2424

82-1307

OGC 82-05068  
24 May 1982

NOTE FOR: Harry E. Fitzwater  
Deputy Director for Administration

FROM: Stanley Sporkin  
General Counsel

SUBJECT: OGC Senior Management Seminar

Harry:

STAT 1. We are scheduling a senior management seminar [redacted]  
STAT on 26 and 27 July 1982 to discuss how the Office can better serve  
the DDCI and the Agency. Prior to [redacted] the  
seminar, I and the senior members of the Office would like to  
have a session with you and/or your designee(s) in order to  
obtain your views of how we can meet the legal needs of your  
organization.

STAT 2. We have set aside Thursday and Friday, 22 and 23 July,  
STAT for individual sessions with you and other senior Agency  
managers, and have tentatively scheduled a session with you on  
Thursday, 22 July, at 1100 hours. If this time is not convenient  
for you, please contact my secretary, [redacted], to  
arrange an alternate time.

[redacted]  
Stanley Sporkin

OL 2 2424